



GUIDE

to the City of Chula Vista's EMPLOYMENT APPLICATION PROCESS



HUMAN RESOURCES
DEPARTMENT

Job Hotline:
(619) 691-5095

Online Job Listings:
www.chulavistaca.gov

Your Application for Employment will be the City of Chula Vista's first impression of you. How you complete your application will help determine your qualifications for the position for which you are applying.

The Human Resources Department uses a system of scoring and rating on all applications submitted for review. A complete application is the key to a competitive edge.

APPLICATION & SUPPLEMENTAL APPLICATION

- Completely fill out your application, including the sections relating to job skills and work experience. The information you provide assists us in determining your ability to compete in the process, so please briefly outline your skills and experience that relate to the position. Your qualifications cannot be determined from your job title alone.
- Please read the job announcement carefully to understand the job requirements before you complete the application.
- Please do not substitute a résumé for the application or leave an area blank with the statement, "See résumé." The application is the primary screening instrument.
- Some job recruitments will require a completed supplemental application. Please make sure all questions are answered thoroughly, sign and date the supplemental application, and attach it to your application.
- If your application is not completed online, please make sure to use blue or black ink only and your handwriting must be legible.

Do not forget to sign and date your application, as it verifies the information you provided is true and accurate to the best of your knowledge. References are checked prior to employment and false statements are grounds for removal from an eligibility list. If any information on your application needs to be updated, please call Human Resources as soon as possible.

RECRUITMENT PROCESS

- Your application must reach the Human Resources Department by 5 p.m. on the closing date to be considered for the recruitment.
- The application screening process is normally complete 10 business days from the posted deadline. The average recruitment will take 30 to 45 days.
- A recruitment process may include, but is not limited to: a written exam, physical agilities test, performance test, and oral interviews.
- You will be notified of your status by mail throughout the recruitment process. (For large recruitments, applicants may be instructed to call the Job Hotline.)
- Some positions will require a pre-employment background investigation and/or reference check. All positions require a post-offer/pre-placement physical.

ORAL INTERVIEWS

- If you are selected for an interview, prepare by reviewing the job announcement, think about why you applied and how your experiences qualify you for the position.
- Be prepared to talk about your education, experience, and accomplishments and how they relate to the position for which you are applying. Assess your strengths and weaknesses and determine how they can benefit you in the position.
- Please be honest about any lack of experience. Focus on your attributes, willingness, and ability to learn. Remember that preparation is the key to a successful interview.

INTERVIEWING TIPS

- Be confident, professional and truthful – remember that only YOU can best emphasize your background and experience for this position.
- Please be punctual and dress appropriately. If you are unable to keep your appointment, please call the Human Resources Department prior to the interview.
- During the interview, maintain eye contact with the members of the interview panel. Listen carefully to the questions and ask for clarification, if needed. Think about your response before you answer.
- Speak clearly and at an appropriate volume.
- Make sure your answers are clear, concise, and to the point; avoid rambling. The panel is trying to learn as much about you and your experience as possible within the time allotted for the interview.
- The oral board panel is primarily interested in your ability to perform the essential functions of the position. Do not voluntarily provide information about your age, race, national origin, religion, creed, marital status, ancestry, medical condition or pregnancy, sexual orientation, and/or disability.
- Finally, learn from the interview process by analyzing your performance. If you would like feedback about your interview, you may contact the Human Resources staff member assigned to your recruitment.

The City of Chula Vista would like to wish you success in achieving your career objectives!



HUMAN RESOURCES DEPARTMENT

276 Fourth Avenue
Chula Vista, CA 91910
(619) 691-5095
www.chulavistaca.gov

HOURS
Monday - Friday
8 am - 5 pm

An Equal Opportunity Employer

The City of Chula Vista is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, gender, sexual orientation, religion, age or disability in employment or in the provision of service.

Americans With Disabilities (ADA)

The City of Chula Vista will provide reasonable accommodations throughout the hiring process. To request accommodations, contact the Human Resources Department.